

Labor Adjustment Emails: Examples

Email to Active Employee:

In compliance with Berkeley Lab's Resource Adjustment Policy, this is notification that an adjustment was made to the time you reported for the pay period ending 2012-11-13. Four (4) hours originally reported to Project WDJ017 has been changed to Project WCL360 by **[Name of Adjuster]**.

Please contact **[Name of Adjuster]** within five working days of this notification if you do not agree with this change. In addition, the Controller's Office is available to help resolve your concern should **[Name of Adjuster]** or your supervisor be unable to assist you.

[Name of Adjuster] x####

name@lbl.gov

controller's Office contact: NAME

x#### name@lbl.gov

Email to Active Employee's Supervisor:

In compliance with Berkeley Lab's Resource Adjustment Policy, this is notification than an adjustment was made to the time David Davis reported for the pay period ending 2012-11-13. Four (4) hours originally reported to Project WDJ017 has been changed to Project WCL360 by **[Name of Adjuster]**.

Please contact **[Name of Adjuster]** within five working days of this notification if you do not agree with this change. In addition, the Controller's Office is available to help resolve your concern should **[Name of Adjuster]** be unable to assist you.

[Name of Adjuster] x####

name@lbl.gov

controller's Office contact: NAME

x#### name@lbl.gov

Email to Supervisor of Inactive/Terminated Employee:

This is notification that an adjustment was made to the time David Davis reported for the pay period ending 2012-10-31. Two (2) hours originally reported to Project NMAJ has been changed to Project NMAJG by **[Name of Adjuster]**.

Please contact **[Name of Adjuster]** within five working days of this notification if you do not agree with this change. In addition, the Controller's Office is available to help resolve your concern should **[Name of Adjuster]** be unable to assist you.

[Name of Adjuster] x####

name@lbl.gov

controller's Office contact: NAME

x#### name@lbl.gov
